



## **AMERICAN CONSULATE, KOLKATA, INDIA**

VACANCY ANNOUNCEMENT NUMBER: **KOL-2014-05**

The U.S. Consulate in Kolkata is seeking an individual for the position of Audio/Visual Technician in the Public Affairs section:

Applicants must apply on Form DS-0174 (Application form for Employment) and specify the vacancy announcement number. Applications not completed on Form DS-0174, or without reference to a specific vacancy number will not be accepted. **Only completed forms with supporting educational and employment documentation will be accepted. (Refer to application procedure below)**

**Only applicants who are selected for the skills test/interview will be contacted.**

**OPEN TO:** All Interested Candidates

**POSITION:** Audio-Visual Technician, FSN-0635-07, CLA-730009  
(Personal Services Agreement)

**OPENING DATE:** April 06, 2014

**CLOSING DATE:** April 21, 2014

**WORK HOURS:** Full-time; 40 hours/week

**SALARY:** **Not Ordinarily Resident:** Full Performance Grade: FP-08\*  
**Ordinarily Resident:** Full Performance Grade: FSN-7\*

\*Starting salary will be determined on the basis of qualifications and experience and/or salary history.

### **DEFINITIONS**

1. **Eligible Family Member (EFM):** An individual related to a U.S. government employee in one of the following ways:

- Spouse or same-sex domestic partner (as defined in 3FAM 1610);
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;

- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

2. **U.S. Citizen Eligible Family Member (USEFM):** For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- U.S. Citizen; **and**,
- EFM (see above) at least 18 years old; **and**,
- Listed on the travel orders of a direct-hire Foreign, Civil or uniformed service member assigned to or stationed abroad with a U.S. government agency that is under Chief Of Mission (COM) authority, or at an office of the American Institute in Taiwan; **and either:**
- Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; **or**
- Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

3. **Appointment Eligible Family Member (AEFM):** EFM (see above) eligible for a Family Member Appointment for purposes of Mission employment:

- Is a U.S. citizen; **and**
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) or a child of the sponsoring employee who is unmarried and at least 18 years old; **and**
- Is listed on the travel orders or approved *Form OF-126, Foreign Service Residence and Dependency Report*, of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan (AIT), and who is under COM authority; **and**
- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, office of the American Institute in Taiwan: **and**
- Does not receive a Foreign Service or Civil Service annuity.

4. **Member of Household (MOH):** An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

- Not an EFM; **and**,
- Not on the travel orders of the sponsoring employee; **and**,
- Has been officially declared by the sponsoring U.S. government employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a U.S. Citizen.

4. **Not Ordinarily Resident (NOR)** – An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (*OR*, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a U.S. Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the Local Compensation Plan (LCP).

5. **Ordinarily Resident (OR)** – A Foreign National or U.S. citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFMs without U.S. Social Security Numbers are also OR. All OR employees, including U.S. citizens, are compensated in accordance with the LCP.

**NOTE: FOREIGN NATIONAL APPLICANTS (OR) MUST BE RESIDING IN INDIA AND HAVE VALID WORK AND RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION. PLEASE ATTACH COPIES OF RELEVANT DOCUMENTATION. APPLICATIONS WITHOUT RELEVANT DOCUMENTATION WILL NOT BE ACCEPTED.**

**FUNCTION OF POSITION**

1. Under the general supervision of the Public Affairs Officer (PAO) and the direct supervision of the Information Specialist/Regional Media Advisor (CLA-730014) is responsible for the overall installation, management, technical maintenance, modification and repair of all digital media equipment and Television Receive Only (TVRO) systems at the Public Affairs Sections (PAS) at Kolkata – a mid-size post consisting of eleven states with a total population of 274 million.
  - a) Operates, installs, maintains, replaces and upgrades all of post's audio, video and digital media video resources to include production and editing software/hardware, display and sound systems, still & video cameras and associated accessories, video conferencing equipment, digital media players and recorders, television monitors, receivers, interactive equipment, radio and professional audio recording equipment, microphones, PA systems, amplifiers etc. Responsible for modifying standard configurations for installation of equipment. Provides technical guidance to install digital media equipment and expendable supplies for the PAS section. Drafts all related correspondence involving technical aspects for the section. Maintains contact via emails, telephone and

written correspondence with related sections and suppliers in accordance with GSO directives.

- b) As post's Digital Media Manager is principally responsible for electronic programs such as Digital video conferences both on and off-site. For DVCs installs necessary IPS/ISDN lines and equipment. Configures and works with local IPS/ISDN connectivity provider to test quality of connections and makes test calls to remote DVC sites in India and The United States including the Washington DVC Studio. Monitors quality and makes necessary rectifications to ensure smooth and flawless programs. Records DVCs and teleconferences for placement and archiving. Participates with the Cultural Programs Team and advises on feasibility of electronic and digital programs within the Consular District. Serves as section's liaison with Post's IMO for computer software and hardware revisions and for setting up Skype/Google chats, Google Hangout sessions etc. Uses knowledge and judgment to recommend use of appropriate equipment and advises on availability and technical feasibility of using appropriate technical equipment to support programming and post objectives. Provides technical support to USIEF, FCS and other sections at post for their media requirements. Schedules digital media resources (equipment and staff) commitments for future programs and events.

Provides work guidance for the Program Clerk-A/V Technician (CLN-730010). Trains other employees in the use of electronic programming equipment as required.

- c) As post's official photographer and videographer, is responsible for production of all digital media coverage of programs including archiving. Uses Digital video and still cameras for PAS programs and VIP visits, provides photographs for reporting and placement in print media and archives these in appropriate storage media for future use at post. Creates multi-media presentations for programs using state of the art graphics and multi-media applications like Corel Draw, Adobe Photoshop, MS Power Point, Final Cut Pro and related sound editing software Apple and Microsoft operating systems. Produces videos for outreach to be uploaded on social media platforms (YouTube and Facebook) and screened at programs. Using these resources provides creative and innovative support for programs at posts.
- d) Webmaster backup: Updates and Consulate Website and Social media (Facebook and Twitter) pages in the absence of the Webmaster. Promotes Post's Social Media presence and engages the fan base to increase online-offline participation.
- e) Manages film screening including advising on copyright issues and permissions. Advises on film festival programming ideas, suggesting off-site venues and partners, suggested panellists and DRS audiences. As post's exhibits resource personnel for visual arts, initiates and plans use of multimedia resources as a programming tool both on and off-site.

2. Performs other PAS team and AV work as directed by Supervisor or his/her assignee.

## 15. QUALIFICATIONS REQUIRED

1. Bachelor's degree in Social Science, Humanities or Commerce with one year diploma course in electronic equipment and digital media production to include video editing and graphic design is required.
2. At least 2 years of progressively responsible technical experience in operating, servicing & maintenance of electronic and electrical equipment including various audio visual systems. The two year total will include 1 year experience in program/event management from an AV and Digital media perspective.
3. Fluency in written/reading/spoken English at Level IV. Written & spoken fluency in one or more local languages (Bengali or Hindi) at Level III.

**When applying for the position, please indicate your levels of proficiency in the languages). This will be tested.**

4. Thorough theoretical and practical technical knowledge of electronics, design of digital media, communications and projection systems; i.e. operation, maintenance and repair. Excellent working knowledge of digital media production and still photography. Must be current in state-of-the-art theory, technology and applications of communications media. Knowledge of applicability of latest equipment for acquisition/upgrade/replacement. Knowledge of graphics and multi-media application packages. Basic knowledge of local customs and social/cultural scenario in Bengal, eastern and north eastern India.
5. Incumbent must have the technical skills to able to read and understand service manuals and technical diagrams in English. Ability to detect defects and problems in digital media equipment and service as necessary. Ability to draft justifications for procurement of new equipment and /or redesign of Post's audio-visual facilities. Ability to set-up digital media equipment for off-site programs. Necessary computer skills: MS Office, Adobe Photoshop, Final Cut Pro and Adobe Premier Pro, and other software necessary (including basic knowledge of teleprompter software). Familiarity with Apple products necessary, such as I-phone, I-pad, Mac computers and related software and apps. Must be able to creatively conceptualize, initiate and administer complex digital media functions to amplify post's programs. Must have the ability to supervise and guide the Program Clerk (A/V Technician). Must have problem solving, communication and interpersonal skills.

***A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office.***

## SELECTION PROCESS

When fully qualified, U.S. Citizen Eligible Family Members (USEFMs) and U.S. Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

## ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed U.S. Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
6. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.

## **TO APPLY**

Interested candidates for this position must submit the following:

1. Universal Application for Employment as a Locally Employed Staff or Family Member (DS-174) available on website <http://kolkata.usconsulate.gov/jobopportunities.html> **or**
2. A current resume or curriculum vitae that provides the same information found on the UAE: **or**
3. A combination of both; i.e. Sections 1 -24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; **plus**
4. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application: **and**
5. Other documentation (e.g., essays, educational and work experience certificates, awards, etc) that addresses the qualification requirements of the position as listed above.

## **SUBMIT APPLICATION TO:**

American Consulate General  
Management/HR Office  
38A, Jawaharlal Nehru (Chowringhee) Road  
Kolkata 700 071

**Applications sent by post/courier/hand delivered will only be accepted from Monday thru Friday between 8:00 am and 5:00 pm, excepting holidays.**

Or

E-mail application form and supporting documentary attachments to:

[HROKolkata@state.gov](mailto:HROKolkata@state.gov)

Please insert “**VA# 2014-05** (Vacancy Announcement Number) and **CLA-730009** (Position number) in the subject line of the e-mail. Applications without the Vacancy/Position Number or with incorrect numbers will not be accepted.

**POINT OF CONTACT**

Human Resources Office

Telephone: 3984-2400

Fax: 2282-2335

All applications for the Subject announcement must be received by  
**April 21, 2014.**

**If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information equal to what is found on the UAE.**

**Failure to do so will result in an incomplete application.**

- A. Position Title
- B. Position Grade
- C. Vacancy Announcement Number
- D. Dates Available for Work
- E. First, Middle, & Last Names as well as any other names used
- F. Current Address, Day, Evening, and Cell phone numbers
- G. U.S. Citizenship Status (*Yes or No*) & status of permanent U.S. Resident (*Yes or No; if yes, provide number*)
- H. U.S. Social Security Number and/or Identification Number
- I. Eligibility to work in the country (*Yes or No*)
- J. Special Accommodations the Mission needs to provide (*Yes or No; if yes, provide explanation*)
- K. If applying for position that includes driving a USG vehicle, Driver's License Class / Type
- L. Days available to work
- M. List any relatives or members of your household that work for the USG (include their Name, Relationship, & Agency, Position, Location)
- N. U.S. Eligible Family Member and Veterans Hiring Preference
- O. Education – include all education completed
- P. License, Skills, Training, Membership & Recognition
- Q. Language Skills: Indicate reading, writing and speaking levels of proficiency.
- R. Work Experience – include details of all periods of employment or unemployment with CTC salary details.
- S. References: Provide names and addresses of 3 persons with knowledge of your work performance (*do not include relatives or former supervisors*)

## **AN EQUAL OPPORTUNITY EMPLOYER**

The U.S. Mission in Kolkata provides equal employment opportunity (EEO) and fair and equitable treatment in employment to all people without regard to race, color religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

Cleared: RSO: JJoria

Approved: MO: CDWilcox